

# Flywheel Meeting Minutes

14 September 2016

---

Present: Dr. Herb Hess, Dr. Feng Li, Justin Pentigill, David Arnett,  
Shea Morrison, Nick Bachus, Matt Phillips, Kyle Peterson, Cooper Atkinson,  
Ian Tanimoto, Andrew Jones, Brian Cartwright,

ECE Conference Room @ 3:30PM

- Thesis will be distributed by David Arnett to each team member
  - Each person will be expected to read and explain their theses to the group within the next 2 weeks
- Have a discussion on the idea of having 1 or 2 Portfolio's at the end of the year
- Treasurer: in charge of orders / reimbursements ISGC (Dealing with Finance Officer Renee)
  - Kyle Peterson
- Moderator: sets agenda, prepares for meeting, takes minutes (make rotating)
  - Shea Morrison first with client interview : make agenda & email out by Wednesday, September 21<sup>st</sup> meeting
- Portfolio: constructs and keeps teams portfolio, organizing throughout the year
  - Matt Phillips
- Wikipage: makes and updates wikipage for team
  - Have someone from each major to be able to explain in detail
  - Brian Cartwright (CS) & Shea Morrison (EE) & Nick Bachus (ME)
- Client Interview needs to be done by the end of next week
  - Specifications product
  - Make a transcript of meeting to define what is wanted / needed from the team
- Meeting tomorrow (Thursday, September 15<sup>th</sup>) to complete & sign Team Contract

Meeting Concluded @ 4:30 PM